

21st February 2022

**To
General Manager,
Tweed Shire Council and,
Tweed Kenya Mentoring Program Committee.**

Dear Troy, and TKMP Committee

RE: December 2021 to February 2022 report and Budget Request March to May 2022.

1. Introduction

Kindly receive the December21 to February22 report highlighting TKMP activities in the period including a statement of expenditure and a modest budget for program activities for March to May22 period. Key highlight was the completion of Kubar School Rainwater harvest project and ongoing maintenance of SW station to supply much needed water for the SW communities.

The ministry of health has now sent Covid19 vaccination teams into the villages targeting market centers, churches, schools night and homes. The teams camped at Kubar School and Obambo market (providing either Johnsons or Oxford/AstraZeneca vaccines) once a week. There has been significant numbers of people came forward to be vaccinated.

The Siaya Bondo (SIBO) Water Company piped water supply continued to homes and centers located along Siaya-Obambo-Kadenge road as well as LuaLa Kaor areas covering parts of Gona, Tinga and Manyasi. The SIBO water supply to the area occurred once or twice a month in the reporting with 20L jerry can charged at 5/-. Gona, Tinga and Manyasi SW stations continued to provide water daily and charged 5/- for 40L jerry can.

The conduct of planned activities during period was as follows:

2. Kubar School water project

Between 25th Jan22 to 11th Feb 22 the team worked to complete Kubar school rainwater harvest project:

1. Construction of 2no water tank stand,
2. Repair/repaint of facer boards,
3. Installation of 12pcs PVC gutters and fittings,
4. Purchase of 2pcs new 5000L Roto water tanks,
5. Repair/patch-up of 1pc old Roto tank, and
6. Pipe and tap connection and handing over

See section 8 highlighting the project expense.

The project was handed over to the schools board of management and PTA on 16th Feb22. We discussed with the committees the need for proper use and

security of the water tanks, gutters and pipes as in past there has been vandalism of school infrastructure including 2no water tanks previously donated to the school by TKMP. The newly installed rainwater tanks will provide some water relief to some 400 students and 8 teachers at the school. However the school will still need a long-term and more sustainable water supply option beyond relying on the seasonal rain of this semi-arid area. There is an existing borehole (sank by a catholic priest) and an electricity transformer approximately 100-150m from the school for consideration. The other water supply option is Tinga Dam approximately 0.5km away from the school.

3. Technical operation, repairs & maintenance:

The team conducted routine maintenance and cosmetic repair works at the 4no SWP sites. There were no major works in the period other than replacement of leaking 1' gate-valve at Tinga, Manyasi intake line leak repair and a repair of clean water tank/pipe union connection leaks at Gona.

Status of the SW Dams: The 4no dams received more rain recharge in Dec21 and Jan22. Manyasi dam flooding has receded and no longer inundating the Kiosk area. There have been increased silted loads entering the dams with the torrential rains and floorings. Communities continue to water livestock at the dams, and fetch water for washing cloths, constructions and watering of vegies at the dams to save costs. Drinking water is fetched at the SW kiosks or SIBO water company kiosks.

SW Covid19 actions: The projects continued to provide water to residents, provided hand wash stations at each of the SW point and messaged Covid19 safety and vaccination. In the month of February 22 Gona, Tinga and Manyasi SW started collect water fee KES 5/- per 20L Jerry can.

Operator support: The team continued to provide support to the SW operators and committees in maintenance of the filters, tanks, water pumps and pipes. The SW filters and water storage tanks at the 4no stations were washed and disinfected in September, October and November. The operators performed regular daily agitation and backwash of the filters.

Water price – In the months of Jan/Feb 22 Gona, Tinga and Manyasi SW started collect water fee KES 5/- per 20L Jerry can. Ochilo School provided free water supply to the pupils and teachers at the school.

Regular filter, pump and tank maintenance/service: routine monthly service carried for all the SW filters, tank wash and disinfection were carried out. The new water pumps will go for check and service in March/April. The program has in store 4no old Honda pumps that the operators and people in community have shown interest but are unable to afford the program asking price of KES 15000/- per pump.

Project fuel: Individual SW projects to continue purchasing own fuel using water fee.

Summary of repairs, maintenance and support carried out in the period:

Gona Safe water project

- Tank leak repair
- Servicing of water meter
- 4no Filter cleaned, soaked, backwashed and disinfected
- Pre-filter cleaned daily regular cleaning
- Cleaning and disinfection of clean and raw water tanks
- Operator follow-up and support
- Covid19 support --hand-wash station/ messaging

Tinga Safe Water Project

- Replace leaking 1' gate valve tap
- Servicing of water meter
- Filters cleaned, soaked, backwashed and disinfected
- Cleaning and disinfection of clean and raw water tanks
- Operator follow-up and support
- Covid19 hand-wash station/ messaging

Manyasi Safe Water Station

- Water supply line/intake repair
- Filter cleaned, soaked, backwashed and disinfected
- Clean water and raw tanks cleaned/disinfected.
- Operator follow-up and support
- Water pump and meter serviced
- Covid19 hand-wash station/ messaging

Ochilo Safe Water Station

- Servicing of water meter
- Filter cleaned, soaked, backwashed and disinfected
- Pre-Filter cleaned
- Clean water and raw tanks cleaned/disinfected.
- Operator follow-up and support
- Covid19 hand-wash station/ messaging

4. TKMP Operational Plan – additional thoughts!

The review for the operational plan is under way with Tom Alletson leading the process and we been exchanging thoughts about the OP review. Additionally, as the direct recipient of program funds I will now be required to pay Kenya government with holding tax (WHT) each time I receive funds for the program. I have shared with Mat Greenwood this info for further advice.

5. Safe water production and sales records:

See Table1 illustrating the water production and distribution from 1st September to 22nd November 21 to 21st February 22. As at 1st Feb 2022 the Gona, Tinga and Manyasi SW stations started to apply water fee KES 5/- for 40L paid at the water points by residents.

Table 1 SW Production and Distribution 22nd November 2021 to 21st February 22

SWPs	Opening Meter 22nd Nov21	Closing Meter 21st Feb22	Est. Total Water Produced (litres)	Est. expected Revenue (KES)	Actual Revenue Collected (KES)	Less Expenses (fuel/transport) (KES)	Amt. for banking (KES)	60% Maintenance Contribution (KES)	40% Community a/c (KES)
Gona	00240.03	00292.23	52200	5437.50	37770	1210	2560	1536	1024
Tinga	001606.76	001645.67	38910	4053.13	3275	1180	2095	1257	838
Manyasi	000837.20	000842	4800	500.00	710	480	230	138	92
Ochilo	000616.10	000638.25	22150	0.00	0	800	0	0	0
Totals			118060	9990.63	41755	3670	4085	2931	1954

Notes:

1. Gona, Tinga and Manyasi commenced the charging/collection water fee and banking on 1st Jan 2022.
2. SW community expense were mainly fuel, transport and p/copy of banking slip
3. The cash deficit occasioned by free distribution (COVID19) of water in Nov/Dec21, and continuous free distribution of drinking water to schools going kids of Kubar, Obambo and luala as well as elderly and sickly persons in the community.

6. Community outreach and engagement

Community engagements conducted on weekly field visitations, phone calls and one-one/individual person engagements. No community/public meetings were conducted. Kubar Primary School have organized a community fundraiser in aid of school expansion, fencing and renovation of classrooms to take place on 27th Nov21 and TKMP will be fully represented!

7. Reporting/communication

The TKMP Advisory committee at the Tweed was updated on the program activities during the period.

8. SW O&M and Kubar School Rainwater Project income/expenditure statement

Below is statement of expenditures for SW support and Kubar School Rainwater Project December 21 to February 2022.

<u>Income Particulars</u>	<u>Amt.(KES)</u>	<u>Date</u>	<u>Expense Particulars</u>	<u>Amt.(KES)</u>
Opening Bal. B/F	16,751.00	22/02/22	Total PMP fee	<u>535,362.00</u>
HOOK Funds Transfer	160,000.00		<u>SWP Operator allowances Mar, Apr & May21</u>	
HOOK Kubar Project	256,610.00	22/02/22	Allowance- Ochilo operator	15,000.00
HOOK Funds Transfer SWP	112,249.00	22/02/22	Allowance- Manyasi operator	21,000.00
HOOK Funds Transfer PMP Fee	375,362.00	22/02/22	Allowance- Gona operator	21,000.00
		22/02/22	Allowance- Tinga operator	21,000.00
			Sub-total	78,000.00
			<u>Repairs:</u>	
		05/01/22	<u>Ochilo Gate valve replacement</u>	
			Ochilo 1' gate valve tap replacement	2,700.00
			Sub-total	2,700.00
			<u>Manyasi line repair</u>	
		05/01/22	Manyasi intake repair	6,350.00
			Sub-total	6,350.00
			<u>Tinga gate valve tap replacement & repairs</u>	
		17/02/22	Tinga 1' gate valve tap replacement	3,750.00
			Sub-total	3,750.00
		20/02/22	<u>Gona tank leak repair</u>	
			Gona clean water Tank leak repair	4,500.00
			Sub-total	4,500.00
			<u>Pump maintenance</u>	
		21/11/21	water pump services Dec21, Jan & Feb22	8,500.00
			Sub-total	8,500.00
			<u>Filter/tank wash</u>	
		21/11/21	SWP Wash Dec21 & Jan, Feb22	8,050.00
			Sub-total	8,050.00
			<u>Stationery:</u>	
		21/11/21	Internet/airtime, stationery & p/copy	6,100.00
			Sub total	<u>6,100.00</u>
			<u>Total SW support</u>	<u>110,750.00</u>
			<u>Kubar Sch. Rainwater Harvest Project</u>	
			<u>2xwatertank stands materials</u>	
		25/01/22	600pcs Clay bricks	6,000.00
		26/01/22	22bags cement	15,400.00
		26/01/22	1pc Plywood	600.00
		26/01/22	P/up transport Siaya to Kubar x 2trips	5,500.00

	Sub-total	27,500.00
	<u>Facer board repair/repaint</u>	
31/01/22	8L crown gloss paint	5,900.00
31/01/22	2pc 6' paint brush	500.00
31/01/22	1pc x 1m P100 sand paper	100.00
31/01/22	1pc scrapper	100.00
31/01/22	8L vesta emulsion paint	1,200.00
31/01/21	!L Turpentine	200.00
	Sub-total	8,000.00
	<u>Installation roof gutters</u>	
03/02/22	1roll ply rope	300.00
08/02/22	36 PVC gutter clips	4,320.00
08/02/22	9PVC gutter connectors	3,600.00
08/02/22	1 PVC gutter corner	500.00
08/02/22	12pc PVC gutters	18,600.00
08/02/22	4PVC gutter outlet	2,000.00
08/02/22	2PVC 3'Tee	500.00
08/02/22	4 PVC waste pipes	3,600.00
08/02/22	2 wire nails	300.00
09/02/22	4PVC gutter outlet	800.00
09/02/22	2 PVC end caps	400.00
09/02/22	4 PVC connectors	1,600.00
09/02/22	6 PVC Gutters	9,000.00
09/02/22	3 PVC gutter Dropper box	1,500.00
10/02/22	2 gutter dropper boxes	1,800.00
10/02/22	1 Drill bit	550.00
	Sub-total	49,370.00
	<u>Water Tanks installations</u>	
11/02/22	6pcs 3/4 GI Back Nut	300.00
11/02/22	4pcs 3/4 GI Long nipple	400.00
11/02/22	1pc 3/4 GI pipe	2,600.00
11/02/22	7pcs PVC 3' Elbow	1,400.00
11/02/22	2pcs 5000L ROTO Water Tanks	80,000.00
11/02/22	1 250ML Tangit	450.00
11/02/22	2pcs 3/4 Taps with locks	1,400.00
11/02/22	4pcs thread Tape	160.00
11/02/22	4Pcs 3/4 GI Elbows	200.00
11/02/22	Transport Siaya to Kubar x 2trips	6,500.00
	Sub-total	93,410.00
	<u>Labor Cost</u>	
25/01/22	Construction of Tank stand, gutter & pipes	26,500.00
25/01/22	Water curing of stand @500/- x8days	5,200.00
25/01/22	Water tank repair/patchup	6,500.00
	Sub-total	38,200.00
	Kubar Sch. Project total	216,480.00

		22/02/22	Total bank charges	2,172.00
			Sub total	2,172.00
			Total Expense	864,764.00
Total Received	920,972.00		Total balance	56,208.00
			Less cash in hand	35,828.00
			Less bank bal 22nd Feb 22	20,380.00

9. Way forward – March to May 2022quarter

The following are the items to be addressed in the next quarter:

- Gona tank and tap leak repairs
- Tinga tap leak repair
- Vegetation, grass and SW compound plastic waste clearing/cleaning at Gona, Tinga, Manyasi and Ochilo SW points.
- Fence repair SW Kiosk Gona and Tinga perimeter fence.
- Ensure regular filter, SW system and pump cleaning, service, maintenances and repairs carried out, and follow-up/support of the operators;
- Undertake regular operator supervision and support;
- SW Covid19 support and Messaging;
- Ensure improved water production, distribution, revenue collection records and reporting by the projects;
- Continue networking/Liaison with government, leaders and NGO stakeholders with focus on community SW and Covid19 and;
- Reporting/update TKMP Advisory committee at Tweed.

10. Budget March to May 2022

<u>Budget Mar to May22</u>			
Item	Unit	Cost	Total
PMP Fee:			
Program Management fee	1	535,362.00	535,362.00
Sub total			535,362.00
SWP O&M:			
SWP Operator allowance	3	26,000	78,000
Filter Maintenance/cleaning	3	6,500	19,500
Gona repairs/parts replacements - various	1	10,000	10,000
Ochilo repairs/parts replacements - various	1	10,000	10,000
Tinga repairs/parts replacements -various	1	10,000	10,000
Manyasi repairs/parts replacements -various	1	10,000	10,000
water pump service maintenance	4	1,500	6,000
Incidental repairs	2	5,000	10,000
Communication/stationery	1	5,000	5,000
Bank fee	1	5,000	5,000
Sub total			163,500

Less cash balance	56,208.00
Total	642,654.00
Add WHT ($X \cdot X/1.16$ or 10% of invoice values whichever is greater)	88,641.93
Total request	731,295.93

NOTE: With Holding Tax (WHT) Formula 10% of total value of the invoice or $X \cdot X/1.16$ where X is the total invoice value

Thus budget request for March to May 2022 including is KES 731,296 (rounded) made up of:

SW Support	-	KES 107, 292.00
PMP Fee	-	KES 535,362.00
With Holding Tax (WHT)	-	KES 88642.00

Kind Regards,

Olita Ogonjo
PMP/TKMP Siaya